

**Career Opportunity**  
**Department of Labor and Industrial Relations**  
**State of Hawaii Executive Branch**

VACANCY ANNOUNCEMENT

**UNEMPLOYMENT INSURANCE SPECIALIST III (II & I), SR-20 (18 & 16)**  
**OAHU**  
**Recruitment # 11-028**  
**Salary: See position description**

**Opening Date: October 21, 2010**

**Closing Date: November 4, 2010**

**RECRUITMENT INFORMATION**

**Level III** (SR-20 - \$3,511), **Level II** (SR-18 - \$3,249), **Level I** (SR-16 - \$3,002) per month  
Positions are located in the Honolulu and Waipahu offices.

**DUTIES SUMMARY**

Positions in this occupational field perform professional work involved in the review, examination, adjudication and investigation of claims for unemployment insurance benefits; the continuation of benefits; the resolution of contested claims and benefits disputes; and the determination of coverage. **Level I** serves in a trainee capacity; **Level II** performs a variety of assignments ranging from the simple to moderately difficult, relative to the various State and Federal unemployment insurance benefit programs, **Level III** performs assignments covering the full range of cases relating to the examination and adjudication of unemployment insurance claims.

**MINIMUM QUALIFICATION REQUIREMENTS**

**Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently.**

Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Your calculation of experience must be based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve (12) months of experience at 20 hours/week is equivalent to six (6) months of experience, not one (1) year. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve (12) months of experience at 60 hours/week is equivalent to one (1) year of experience, not one and a half (1 ½) years.

**To qualify, you must meet all of the following requirements:**

**Education:** A bachelor's degree from accredited college or university. Progressively responsible administrative, professional, technical, analytical or investigative work experience may be substituted for education on a year-for-year basis.

**Specialized Experience:** None for **Level I**, six (6) months for **Level II**, and for **Level III**, one and one-half (1 ½) years of professional experience which involved a good understanding and application of unemployment laws, rules and regulations. Such experience may be gained by active participation in the examination and adjudication of unemployment insurance claims, in the investigation of unemployment compensation claims, or in the examination of financial records to insure conformance with Federal or State unemployment insurance laws.

**Applicants for Level III must have had one (1) year of experience comparable to the Unemployment Insurance Specialist II in the State service.**

**APPLICATION MAY BE OBTAINED FROM:**  
**[www.hawaii.gov/labor/jobs](http://www.hawaii.gov/labor/jobs)**

**or**

**Department of Labor and Industrial Relations  
Princess Ruth Keelikolani Building  
830 Punchbowl Street, Room 312  
Honolulu, Hawaii 96813**

**Recruitment Hours: Mondays thru Fridays 8:00am – 4:00pm**  
**Closed on State Observed Holidays and Scheduled Furlough Days**

**Submit completed Application and Supplemental Questionnaire to**  
Department of Labor and Industrial Relations, 830 Punchbowl Street, Room 312,  
Honolulu, Hawaii 96813.

Mailed applications must be postmarked by midnight of closing date.

**UNEMPLOYMENT INSURANCE SPECIALIST III (I & II) SR-20 (SR-16 & 18) – Oahu**  
**Supplemental Questionnaire - Submit with Application**

**1. REQUIRED SUPPLEMENTAL QUESTIONS**

The responses you provide to these Supplemental Questions will be used in combination with your application to determine whether you meet the qualification requirements and/or your final score. Failure to provide detailed and complete information may result in your application being rejected or receiving a lower score. Please **do not** submit a resume in place of completing the Supplemental Questions.

In general, proof of education obtained from and/or submitted through the internet will not be accepted.

Education obtained outside the United States must be comparable to education earned at an accredited school in the United States. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript.

To receive credit for substitute, on call or volunteer experience, applicants should submit an official letter of verification. The letter should include the job title, employment dates, number of hours worked, a description of the duties performed, and a contact name and phone number.

Any information you submit may be verified. Supporting documents must be submitted within five working days of the filing of your application.

When applying for this position, I understand that I must thoroughly complete the Education and Work Experience sections of my application and the Supplemental Questions. This includes a detailed description of each position that I feel qualifies me for the job I am seeking.

I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected or my receiving a lower examination score. I also understand that I may not submit resumes in lieu of filling out the application or answering the Supplemental Questions. However, I may attach a resume to the application to provide additional information.



I acknowledge I have read and understand the above information.

**Unemployment Insurance Specialist III (II, I) – Oahu, 11-028**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

**2. GEOGRAPHIC LOCATION(S) APPLYING FOR:**

Indicate the location(s) for which you wish to be considered.

☐ Honolulu☐ Waipahu**3. JOB LEVELS APPLYING FOR:**

Indicate the level(s) for which you wish to be considered.

☐ Unemployment Insurance Specialist I☐ Unemployment Insurance Specialist II☐ Unemployment Insurance Specialist III**4. EDUCATION REQUIREMENT**

Do you possess a bachelor's degree from an accredited university or four-year college?

☐ Yes ☐ No

**If Yes**, you must submit a copy of your degree or a copy of an official transcript, identified by job title and recruitment number, as verification.

**5. SPECIALIZED EXPERIENCE REQUIREMENT**

For **Level II**, do you have at least six (6) months of professional work experience which involved a good understanding and application of unemployment laws, rules and regulations as described in the job announcement?

☐ Yes for Level II ☐ No for Level II

For **Level III**, do you have at least one and one-half (1 ½) years of professional work experience which involved a good understanding and application of unemployment laws, rules and regulations as described in the job announcement?

☐ Yes for Level III ☐ No for Level III

**If Yes for level II or III**, use a separate sheet to identify each experience you would like us to consider and provide the following information. **All employers listed should also be listed on your application. Any information you submit may be verified. Treat each change in employer or position separately. The information for each employer should include:**

**A.** Name of employer, dates of employment, and your job title.

**B.** Description of this employer, services provided and clientele served. Was this a federal or state office? What kinds of benefits were issued? To whom?

**C.** What was the **primary** function of your position? What were your **major** duties and responsibilities? In your description, avoid the use of vague terms such as "processed claims," "assisted clients," etc.

**D.** Did your job involve examining or adjudicating other types of claims, e.g., workers' compensation, disability, etc.? If yes, explain your duties and the average number of hours spent per week in those types of claims vs. hours spent solely in unemployment claims.

**E.** Describe your supervisory duties, if any, with this employer. Include the number and titles of positions supervised, dates, and description of your supervisory duties.

**F.** How did your responsibilities and authority differ from those of your supervisor?

Name:

## 6. ADDITIONAL INFORMATION

Do you have any other information related to this position that you would like us to consider?

☐

Yes

☐

No

**If Yes**, attach to your application identified by the job title and recruitment number.

7. Supporting documents such as transcripts, driver's license, or professional licensure as described in the job posting must be on file with the Department of Labor and Industrial Relations (DLIR) to complete your application. **Note: You must re-submit supporting documents to DLIR if they were submitted to the:**

1. City & County of Honolulu;
2. Hawaii State Judiciary;
3. Hawaii Department of Education;
4. State of Hawaii - Department of Human Resources Development

Please select from one of the statements below:

☐

Supporting documents are attached.

☐

Supporting documents were previously submitted to the State of Hawaii, Department of Labor and Industrial Relations.

☐

Supporting documents are forthcoming and will be mailed to: Department of Labor and Industrial Relations, 830 Punchbowl Street, Room 312, Honolulu, Hawaii 96813.